

BOARD OF ASSISTED LIVING RESIDENCE ADMINISTRATORS
MINUTES OF MEETING
OPEN SESSION
February 5, 2009

The Open Session of the Board of Assisted Living Residence Administrators was called to order at 10:10 a.m. on the above date in Room 209, Rhode Island Department of Health, 3 Capitol Hill, Providence, Rhode Island, pursuant to the applicable provisions of the Open Meetings Law, so called, and other applicable sections of the General Laws of the State of Rhode Island as amended.

BOARD MEMBERS IN ATTENDANCE

Jean Costa
Catherine Davis
James Flanagan
Mark Lescault

BOARD MEMBERS NOT IN ATTENDANCE

Carol Hamel
Karen Peck
Helene Soucy

STAFF MEMBERS IN ATTENDANCE

Donna Valletta, Board Administrator

OTHERS IN ATTENDANCE

None

1. ESTABLISHMENT OF QUORUM

James Flanagan called the meeting to order at 10:10 a.m. A quorum was established at this time.

2. PRESENTATION OF MINUTES OF OPEN SESSION OF November 20, 2008

Mr. Flanagan presented the Minutes of the Open Session of November 20, 2008. On motion of Jean Costa, seconded by Mark Lescault, it was unanimously voted to accept the minutes as presented. It was agreed that, upon completion, Donna Valletta would send the agenda and meeting minutes to the Board via e-mail.

3. BOARD ADMINISTRATOR'S REPORT

Donna Valletta informed the Board that she is not available for the August 20th meeting. The Board agreed to reschedule the meeting to

August 27th at 9:00 a.m.

The Assisted Living Residence Administrator board consists of seven members, as required. The Board questioned the processes for appointment. Following the meeting, Donna Valletta confirmed that Section 23-17.4-21.1 of the Assisted Living Residence Licensing Act requires the Director of the Department of Health, with the approval of the Governor, to appoint all vacancies.

Donna Valletta will revise the Board Member listing to include cell telephone numbers to ensure that members can be contacted as needed. Donna Valletta will send the revised listing via e-mail.

Donna Valletta distributed a copy of the Department's internal Investigating Committee and Pre-Hearing Committee forms for the Board to use during case reviews and interviews with Assisted Living Residence Administrators.

Donna Valletta informed the Board that the Assisted Living Residence Administrator website will be updated to include the current list of Board Members and 2009 Meetings.

4. NEW BUSINESS

The Assisted Living Residence Administrator application requirement was discussed. The Board decided that an applicant must furnish a

criminal background check with the application. On motion of James Flanagan, seconded by Jean Costa, it was unanimously voted to require BCI documentation.

Donna Valletta informed the Board that an application checklist will be created and the application form will be revised at a future time to ensure consistency with the regulations and the Board's requirements for compliance. Donna Valletta will consult with the Board at such time. Upon completion, the website will include the updated application form.

5. ADJOURNMENT TO EXECUTIVE SESSION

On motion of James Flanagan, seconded by Mark Lescault, it was unanimously voted to move into Executive Session pursuant to 42-46-4 and 42-46-5(1) of the Rhode Island General Laws for discussion of job performance, character, physical or mental health of applicants for licensure and licensees and for discussion of investigatory proceedings relating to misconduct by applicants licensure and licensees, and investigatory proceedings regarding allegations of civil or criminal misconduct. The Open Session adjourned at 10:30 a.m.

6. RETURN TO OPEN SESSION FOR PRESENTATION OF FINAL ACTIONS

James Flanagan called the Open Session back to order.

7. PRESENTATIONS OF FINAL ACTIONS

The Board reviewed two Assisted Living Residence Administrator applications by examination. Donna Valletta will request that each applicant provide a criminal background document. If there is no criminal activity, Donna Valletta will proceed in processing the applications. If criminal activity is found, the Board will convene to review.

The Board voted the following actions:

Case C08-412 - No Unprofessional Conduct with Letter of Concern

Case C08-563 - No Unprofessional Conduct

8. ADJOURNMENT

On motion of James Flanagan, seconded by Mark Lescault, it was unanimously voted to adjourn at 11:00 a.m.

Respectfully submitted by

Donna Valletta

Board Administrator